



**Solicitation Information  
May 15, 2013**

**RFP# 7467373**

**TITLE: On-Site Methadone Treatment Program  
Rhode Island Department of Corrections**

**Submission Deadline: June 12, 2013 at 11:00 AM (ET)**

<b>PRE-BID/ PROPOSAL CONFERENCE: NO</b>
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Questions concerning this solicitation must be received by the Division of Purchases at <a href="mailto:gail.walsh@purchasing.ri.gov">gail.walsh@purchasing.ri.gov</a> no later than <b>May 30, 2013 at 12 Midnight</b> . Questions should be submitted in a <i>Microsoft Word attachment</i> . Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.
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<b>BID SURETY REQUIRED: NO</b>
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<b>BID BOND REQUIRED: YES. A PERFORMANCE BOND FOR THE FULL FACE VALUE OF THE PROJECT WILL BE REQUIRED OF THE SUCCESSFUL VENDOR.</b>
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**Gail Walsh  
Chief Buyer**

Applicants must register on line at the Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

**Note to Applicants:**

Offers received without the entire completed four-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

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## **RFP: On-Site Methadone Treatment Program (D.O.C)**

### **SECTION 1 -- INTRODUCTION**

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Corrections, is soliciting proposals from qualified firms to provide a Methadone Program, in accordance with the terms of this Request for Proposals (RFP) and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

#### **INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:**

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division of State Purchases.
7. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.

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8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W-9, downloadable from the Division's website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of State employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090 or via e-mail at [Raymond.lambert@hr.ri.gov](mailto:Raymond.lambert@hr.ri.gov).
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful vendor(s).
14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator at (401) 574-8253 or visit the website [www.mbe.ri.gov](http://www.mbe.ri.gov) or contact [charles.newton@doa.ri.gov](mailto:charles.newton@doa.ri.gov).
15. It is the responsibility of the vendor to ensure that all subcontractors meet all Federal and State laws and regulations including Health Insurance Portability & Accountability Act (HIPAA) requirements and that the appropriate business agreements are in place.
16. The successful offeror may be required to certify to the Rhode Island Department of Corrections that it is in compliance with applicable civil rights laws and regulations. These laws and regulations relate to issues concerning Equal Employment Opportunity (EEO), Limited English Proficiency (LEP), and other anti-discrimination laws. The successful offeror may also be required to prepare an Equal Employment Opportunity Plan. A certification of assurances form will be provided to you upon notification of tentative award. Further information regarding these assurances may be obtained upon request from RI Department of Corrections, Office of Financial

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Resources (phone: 401-462-2555 or by visiting the U.S. Department of Justice, Office of Justice Programs, Civil Rights website at: <http://www.ojp.usdoj.gov/about/ocr/eeop.htm>)

### **SECTION 2 -- BACKGROUND AND PURPOSE**

**BACKGROUND:** The Rhode Island Department of Corrections intends to contract with a community vendor to provide on-site methadone treatment to incarcerated male and female inmates.

- The methadone program will be conducted on-site in the men's Intake Service Center, the women's Gloria McDonald facility and other facilities if needed.
- The selected vendor will provide services in an appropriate manner to treat inmates who have been identified by the Department to be in need of methadone detoxification/maintenance services and counseling.
- The selected vendor must also possess necessary certification on a local, state, and federal level for providing a methadone treatment program.
- The estimated number of inmates that will be involved in this program at any one time is 35 per week.
- **Specific Requirements:** The selected methadone treatment program must be licensed in the state of Rhode Island and meet with all Federal, State, and Local and National requirements. The selected methadone treatment program must be available to the inmate population for methadone delivery, counseling, and education seven days a week.

THIS WILL BE A ONE YEAR CONTRACT, COMMENCING ON, OR ABOUT, AUGUST 01, 2013 RENEWABLE AT THE DISCRETION OF THE STATE FOR FOUR ADDITIONAL TERMS OF 12 MONTHS EACH.

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### **SECTION 3 -- SCOPE OF WORK**

#### **REQUIREMENTS:**

**General Scope of Work:** On-site Methadone Treatment Program within the Rhode Island Department of Corrections.

#### **Specific Activities / Tasks:**

The selected methadone treatment program will provide Methadone detoxification and/or maintenance at the Intake Service Center, the Gloria McDonald Building, and other facilities when necessary. The freestanding methadone treatment program will provide services in the following areas.

##### **1. Medical Component**

The RI DOC Medical Program Director and selected methadone treatment program Medical Director will standardize pre-set protocols agreeable to both agencies that will address such issues as:

- a) Compliance with the standard practices outlined by the Center for Substance Abuse Treatment (CSAT) as discussed in the State Methadone Treatment Guidelines: Treatment Improvement Protocol (TIP).
- b) Inmate history and physical examinations relative to ordering of Methadone;
- c) RI DOC will be responsible for any lab testing which is necessary as agreed upon within the pre-set protocols;
- d) RI DOC physicians will see inmates for all medical issues including those related to Methadone detoxification/maintenance as outlined in the pre-set protocols;
- e) A multidisciplinary treatment plan will be implemented by RI DOC in conjunction with the selected methadone treatment program;
- f) The selected methadone treatment program Medical Director will be available to the RI DOC regarding the Methadone Treatment Program or specific inmate case as necessary. Regular communication between the Medical Director for the selected methadone treatment program and the Department of Corrections physicians will occur on a regular basis.

Note: Pre-set protocols agreed upon between the RI DOC Medical Program Director and selected methadone treatment program Medical Director will be in conjunction and compliance with federal, State (including the CSAT State Methadone TIP) and will be agreed upon before commencement of this contract.

##### **2. Pharmacy Component**

The selected methadone treatment program will provide Methadone to inmates designated by the Rhode Island Department of Corrections seven (7) days a week. The amount of Methadone will be ordered in conjunction with established protocols. The selected methadone treatment program will be responsible for filling the medication order and delivering the Methadone to RI DOC where it will be administered to the inmates by RI DOC nursing staff.

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The RI DOC Medical Program Director and the selected methadone treatment program Medical Director will collaborate on a standard protocol agreed to by the both agencies regarding the amount of dosage, actual dosing, and any medical examinations, follow-up, and/or testing which needs to be preformed.

The selected methadone treatment program will be responsible for gathering of the discontinued methadone once an inmate has been released from the Rhode Island Department of Corrections on a weekly basis and assist in the disposal if it becomes necessary.

The RI DOC will convey Methadone detoxification/maintenance orders to the selected methadone treatment program on a daily basis.

### **3. Counseling Component**

The selected methadone treatment program will be responsible for providing counseling to any inmate who is either on a Methadone detoxification or on Methadone maintenance program. The sessions will be provided on-site and will be conducted within five (5) days but as soon as practical from the time the patient is committed to the RI DOC.

- a) The initial counseling session will be based on patient need and may include a screening assessment, ASAM placement criteria, and a potential discharge plan.
- b) A follow-up counseling session will follow within ten days of the initial counseling session for all patients placed on Methadone for detoxification or maintenance;
- c) The selected methadone treatment program will also provide weekly counseling for patients on a detoxification program, and monthly counseling to all inmates placed on Methadone maintenance;
- d) The selected methadone treatment program will also provide a formal discharge plan for all incarcerated individuals who are placed on Methadone (detoxification or maintenance) who have been sentenced to the RI DOC for a period of sixty (60) days or longer.
- e) The selected vendor will have a staff counselor present Monday through Friday on-site.
- f) The above information will be entered into the RI DOC EMR.

### **4. Electronic Medical Record/Record Keeping**

- a) The RI DOC will keep the original orders, which will be conveyed, to the selected methadone treatment program on a daily basis. The selected methadone treatment program will enter all records and assessments pertaining to specific inmates in the RI DOC electronic medical record (EMR) (in accordance with Federal, State, and Local Rules and Regulations). These records will be maintained in the RI DOC electronic medical record in compliance with RI DOC Policy 18.59-1.
- b) The RI DOC reserves the right to photocopy the records upon written authorization from the incarcerated individual in compliance with Federal, State, and Local laws (including CSTAT State Methadone Tips).

**RIDOC Responsibilities:** The Rhode Island Department of Corrections will supply office space and computer access to the vendor when necessary. The Rhode Island Department of Corrections will also supply adequate space to counsel inmates.

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### **Contractor Responsibilities:**

1. The selected methadone treatment program will comply with Federal, State, and Local rules and regulations for licensure for a substance abuse program. This will include State Rules and Regulations for Licensing Substance Abuse, Section 24, dated October 1999 to secure all necessary state and local licenses as required by law.
2. The selected methadone treatment program must be able to demonstrate the ability to comply with Federal Regulations 42 CFR Part 8, effective May 18, 2001. Federal licenses as required by law and by HIPAA rules and repetition.
3. The selected methadone treatment program will submit a monthly invoice detailing the number of inmates serviced with documentation.
4. The selected methadone treatment program will also submit time sheets indentifying the hours that their employee/employees were onsite by date, name of employee, and hours worked per day.
5. The selected vendor will also submit a monthly invoice detailing number of inmates seen, dates seen, location seen, counseling sessions conducted, and hours worked.

**Security Requirement:** Employees of contractors who must gain entrance into correctional facilities are subject to police record checks; the Department of Corrections retains the right to refuse entrance to contractor employees with felony convictions. Access to correctional facilities also requires adherence to rigid security rules as far as property search, contact with inmates, etc. The selected methadone treatment program must adhere to all applicable DOC security requirements for multiple sites.

### **SECTION 4 -- TECHNICAL PROPOSAL**

**Narrative & format:** *The separate technical proposal should address specifically each of the required elements:*

1. **Staff Qualifications** – Provide staff resumes / core values and describe qualifications and experience of key staff who will be involved in this project, including their experience in the field of nursing and substance abuse counseling.
2. **Capability, Capacity, and Qualifications of the Offeror** – Provide a detailed description of the Vendor's experience. A list of relevant client references must be provided, to include client names, addresses, phone numbers, dates of service and type(s) of service(s) provided.
3. **Work Plan** – Describe in detail, the framework within which requested services will be performed. The following elements must be included: policies, ordering, dispensing, delivering, removal of un-used medications, and counseling with detail.
4. **Approach/Methodology** – Define the methodology and procedures to be used.



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### **SECTION 5 -- COST PROPOSAL**

**Detailed Budget and Budget Narrative:** Provide a proposal for fees charged reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project. Explain the basis and rationale of your fee structure. Alternative fee schedule proposals will be considered; however, you must provide an understandable fee structure and explain the benefits of the alternative approach.

**A PERFORMANCE BOND, FOR THE FULL FACE VALUE OF THE PROJECT, WILL BE REQUIRED OF THE SUCCESSFUL VENDOR, PRIOR TO THE ISSUANCE OF A PURCHASE ORDER.**

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**COST PROPOSAL SUMMARY**

Offeror:	_____
Address:	_____ _____
Taxpayer ID#:	_____
Authorized Agent:	_____
Title:	_____
Telephone & Fax#:	_____
E-Mail:	_____

<b>Cost Proposal:</b>
\$_____ Hour/ or Total cost per dose

Cost Proposal	Year 1	Year 2	Year 3	Year 4	Year 5

Signature of Authorized Agent: \_\_\_\_\_

Date: \_\_\_\_\_

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### **SECTION 6 -- EVALUATION AND SELECTION**

Proposals will be reviewed and scored by a Technical Review Committee comprised of staff from state agencies. To advance to the Cost Evaluation phase, the Technical Proposal must receive a minimum of 45 (82%) out of a maximum of 55 technical points. Any technical proposals scoring less than 45 points will not have the cost component opened and evaluated. The proposal will be dropped from further consideration.

Proposals scoring 45 technical points or more will be evaluated for cost and assigned up to a maximum of 45 points in that category, bringing the potential maximum score to 100 points.

The Department of Corrections reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).

Proposals will be reviewed and scored based upon the following criteria:

<b>Criteria</b>	<b>Possible Points</b>
Staff Qualifications	10 Points
Capability, Capacity, and Qualifications of the Offeror	15 Points
Quality of the Work Plan	15 Points
Suitability of Approach/Methodology	15 Points
<b>Total Possible Technical Points</b>	<b>55 Points</b>
Cost [calculated as (lowest responsive cost proposal) divided by (this cost proposal) times 30 points]	45 Points
<b>Total Possible Points</b>	<b>100 Points</b>

- **Staff Qualifications:** The Technical Review Committee will review the staff qualifications relative to PHD, Masters, Bachelors, Registered Nurse, Licensed Practical Nurse, and MD. The individuals will also be reviewed on their credentials that they may have over and above educational experience.
- **Capability, Capacity, and Qualifications of the Offeror:** Points will be awarded based on the numbers of individuals the vendor feels will be appropriate to meet the standards required in the RFP. They will discuss the qualifications of the individual, the capacity of the individuals as to the number of inmates they will be able to see or contact on a daily basis, and the capability of the employees relative to being able to perform their work in a prison setting, institutional setting, etc.
- **Quality of Work Plan:** The technical review committee will review the quality of the work plan on how the vendor desires to approach performing the requirements of the RFP within the Rhode Island Department of Corrections. This plan should address minimally the number of inmates which will be seen, the number of inmates that will be counseled, as well as how the vendor is going to perform the necessary work in the hours they plan on doing it and how many hours they feel that it will take to accomplish the tasks.

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- Suitability of Approach/Methodology: The technical review committee in this section will look at staff qualifications, capability, capacity and qualifications of the offeror, and the quality of the work plan and will discuss whether the information presented in these areas is suitable for performing the tasks which the RFP requires. The technical review committee will also review the approach and methodology that vendor is suggesting will be used to see if it will conform with the routine and the management structure of the Rhode Island Department of Corrections.

Points will be assigned based on the offeror's clear demonstration of his/her abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

Applicants may be required to submit additional written information or be asked to make an oral presentation before the Technical Review Committee to clarify statements made in their proposal.

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### **SECTION 7 -- PROPOSAL SUBMISSION**

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [gail.walsh@purchasing.ri.gov](mailto:gail.walsh@purchasing.ri.gov) no later than the date and time indicated on page one of this solicitation. Please reference **RFP #7467373** on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 222-3766 or [lynda.moore@doit.ri.gov](mailto:lynda.moore@doit.ri.gov).

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses **an original (1) plus 3 copies** should be mailed or hand-delivered in a sealed envelope marked “**RFP#7467373 On-Site Methadone Treatment Program**” to:

**RI Dept. of Administration  
Division of Purchases, 2nd floor  
One Capitol Hill  
Providence, RI 02908-5855**

**NOTE:** Proposals received after the previously referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed or emailed to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

### **RESPONSE CONTENTS**

Responses should include the following:

1. A completed and signed four-page RIVIP generated **bidder certification** cover sheet -- downloaded from the RI Division of Purchases Internet home page at: [www.purchasing.ri.gov](http://www.purchasing.ri.gov)
2. A completed and signed **W-9** downloaded from the RI Division of Purchases Internet home page at: [www.purchasing.ri.gov](http://www.purchasing.ri.gov)
3. A **letter of transmittal** signed by the owner, officer, or authorized agent of the firm or organization, acknowledging and accepting the terms and conditions of this Request, and tendering an offer to the State.
4. A **separate Technical Proposal** describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this

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solicitation. The Technical Proposal is limited to six (6) pages (this excludes any appendices). As appropriate, resumes of key staff who will provide services covered by this request.

5. A **separate, signed and sealed *Cost Proposal*** reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.
6. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in ***electronic format (CDRom, diskette, or flash drive)***. Microsoft Word / Excel or PDF format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked "original".

### **CONCLUDING STATEMENTS**

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.